



**DRAFT MINUTES OF THE TORWORTH PARISH COUNCIL MEETING HELD AT TORWORTH GRANGE  
FARM SHOP AND CAFÉ, TORWORTH.  
Tuesday October 2nd, 2018 at 7:00PM**

**PRESENT**

**Chair:** Councillor C. Willis (CW)

**Vice-Chair:** J. Helliwell (JH)

**Councillors:** H. Helliwell (HH), D. Lacey (DL), G. Hadley (GH), M. Lacey (ML), R. Willis (RW)

**County Councillor:** T. Taylor (TT)

**District Councillor:** District Councillor M. Gray (MG)

**Clerk:** Claire Challener (CC)

**Apologies:** Councillors: R. D'Amelio (RDA),

**Members of the public:** 3

*OPEN FOR MEMBERS OF THE PUBLIC*

**Open Forum discussion with the public:**

A discussion occurs in regard to the future of the allotments.

The secretary of the Allotment club has contacted the solicitor and land holder in regard to the extension of the Allotment (land) lease. The owner of the land will only commit to a further extension on the proviso that the PC are the guarantors to the lease. But are happy and willing to extend for a further 10yrs.

The club will vote on whether to join the Allotment Association at the next meeting. The PC request that this is strongly considered due to both the benefits of the club and the support they offer. The cost per year is £30.

The Allotment club are advised that should the PC continue to support the Allotments (as a subcommittee) then they will require quarterly Bank Reconciliations, visibility of their H&S inspections, a yearly report and representative at the Annual Parish meeting. In addition, they should send a representative (or report) as necessary to update the PC on anything deemed notable.

The Allotment Club agree to purchase a first aid kit which must be in place as soon as possible and to perform a health and safety assessment.

**01/1018**

**WELCOME AND APOLOGIES FOR ABSENCE**

The chair opens the meeting welcoming all attendees.

Councillors: R. D'Amelio (RDA) sends apologies.

**02/1018**

**DECLARATION OF INTERESTS**

None

**03/1018**

**CRIME REPORT**

0 crimes reported on the Police.co.uk website for July:

District Cllr MG reports that we now have a new beat officer and will forward details to the clerk. It is requested that the new beat officer be invited to the next PC meeting.

*Action CC*

**04/1018**

**COUNTY AND DISTRICT COUNCILLOR'S REPORT**

TT updates on the progress of the Unitary Authority proposal at County level. This is heavily opposed at district level. In order to progress there will need to be a public consultation prior to pitching to the Government.

CW asks MG whether the planning portal could be changed (back) to reflect the decision-making process outcome.

*Action MG*

The Winter requirements for this year are now being communicated by BDC – it is agreed that the PC will take the 5 free bags.

*Action CC*

TT reports that BDC have an initiative focusing on litter and litterers. TT advises all incidents should be reported to BDC via the Environmental section on their website.

The Integrated Transport Scheme - Torworth request that the area/footpath between Barnby Moor and Torworth is repaved due to the ascetics and health and safety associated with the area being in disrepair.

*Action TT to provide update*

**05/1018**

**MINUTES OF THE LAST MEETING**

The minutes of the previous meeting were signed as accurate and as a true record.

**06/1018**

**NEW MATTERS ARISING & ONGOING MATTERS**

**Allotments:** following the discussion on the Allotments the PC unanimously vote that the PC will continue its adoptive relationship with the Allotment Club, them being a sub-committee under the PC.

Clerk to email RDA re his plans for continuing as PC.

*Action CC*

**The wooden Torworth sign:** JH to progress with contractor to install the sign.

*Action JH*

**ID badges:** RDA has spoken to the University and can only get the laminated wallet lanyard badges. But the cost is pence versus Pounds.

*Action: RDA*

**Traffic:** CW to complete the traffic report, adding in facts, figures, and photographs to enhance TPC's argument. CW has now passed to CC.

*Action: CC*

**Torworth Welcome Pack:** Information now with CC to progress.

*Action: CC*

**Torworth Parish Council Website & Email hosting:**

The PC now have taken ownership of the email hosting and the migration of data has been completed.

The website is to be populated with Councillor information and a photo where the councillor feels comfortable doing so. Each councillor to provide a synopsis of themselves.

*Action: All/ CC*

**Verges:** The pathway area between Barnby Moor and Torworth needs tidying. JH has previously had a conversation with Bassetlaw who commented to the effect that it was on their list of things to do. JH has followed this up and it is on their schedule to complete.

**Highways:** The issue of past felling of a tree on the verge adjacent to High Gables, Gt Nth Rd, Torworth. No replanting is currently programmed for this site; The Parish Council would like this to be reconsidered.

*Action TT*

**Provision of a street lamp/lighting column at the entrance to the playpark on Holds Lane:**

TT has requested Via to assess the site and advise if any provision here is likely to be progressed.

*Action TT*

**Damage caused by vehicles entering/exiting the junction of Baulk Lane and Gt Nth Rd.**

TT has asked what measures might be possible (e.g. criteria for establishing weight restrictions on village roads like in Sutton), awaiting response.

Action TT

**Grass Cutting** – complaints received due to the late grass cut on Underwood Avenue in September. It is believed that there is some damage to the pavement. Letter to be wrote to the contractor.

Action CC

**Community Pay Back:** Has now been privatised. CW to contact them for a quote and to ascertain the contractual requirements for use. The PC to then review at the next meeting to decide whether to go down the route of the Community Pay Back Group v Warden or to ask the residents of the village. To be discussed next month once costs are available.

Action: CW

**Other:** A sign for the junction is required for the corner house where the owner has had a number of vehicles destroy her fence/property. This is on the Council works plan scheduled for Q3.

**Neighbourhood Planning:**

The Neighbourhood Plan Seminar was attended by JH & CW.

CW to start on the Boundary requirements to be submitted to BDC for review and consultation.

A brief discussion on a PC donation is had, to help aid villager interest is had in regard to completing the form/questionnaire. A prize draw is suggested, with entry being made upon completion and return of the questionnaire – to be further discussed.

Action: CW/JH

**CIL Money** – Is briefly discussed in July and agreed to review and earmark for a new Playpark Gate to be discussed in October.

A complaint is put to MG in regard to the errors made in respect to the communication for 2018 on the CIL monies.

Action ALL/MG

**Remembrance Day Event:** The village is to commemorate the event with a Village BBQ, lighting of the beacon and gathering.

TT will arrange a collection box for the event.

The PC to sponsor the event by providing monies for the food & drink. The amount agreed for sponsorship is £100 – (proposed/second CW/JH).

All monies raised to go to The Royal British Legion. CW to place an advert in the STAR detailing the event and opening to all residents (of Torworth only).

Action: CW/TT

**Daffodils** – have been purchased, the wardens to plant as scheduled.

**07/1018 FINANCE**

**Payments presented** and approved for the month were:

<i>Outstanding Amounts for the reporting month</i>	
<i>Payments - Cheques/ Bank Transfers for October</i>	
001196 - North Notts Landscapes	£ 402.00
001197 - Torworth Grange Café	£ 15.00
001198 - North Notts Landscapes	£ 84.00
Bank Transfer - Clerks Wages	£ 201.60
Bank Transfer - Domain renewel (torworth.org.uk)	£ 11.99
	<b>£ 714.59</b>

The clerk passes the Bank Reconciliation to all for review.

A monthly schedule detailing the monthly Bank Payment is discussed and signed for. Payment up to the amounts within the document are authorised, anything outside of that needs to be authorised.

**HMRC:**

A VAT refund for the period April – July 2018 has been received for £724.

**Scarecrow Festival:** An NNL annual grass cut and collection is briefly discussed to coincide with the Scarecrow festival each year. At point on contract renewal this is to be added. This costs twice as much. But is thought to be beneficial and money well spent. To be discussed and formally agreed prior to contract renewal.

*Action: CC*

**08/1018 IGAS UPDATE:**

IGas took a temporary injunction out detailing within schedule 16, the CLG. This has caused a conflict of interest due to the group being formed as part of the planning application. Complaint letters have been sent, and IGas will look to amend the wording at the next review of the injunction application with the courts.

The Government is consulting on the Permitted development for shale gas exploration. This is discussed, and it is agreed that the PC will submit its views via the online process.

*Action: CC*

**Tinker Lane:**

IGas have now performed their bird survey. No nesting Hobbies were seen/reported. CW to forward the report on to the PC for information.

Barnby Moor are looking to claim back the Parish owned land where the Campers/protectors have set up and are progressing accordingly.

**9/1018 QUARRY UPDATE:** No comments received for submission in respects to the (now closed) consultation.

**10/1018 AMENITIES AND FACILITIES:**

CC to remind CW yearly to check the expiration dates on the First aid kits.

*Action: CC/CW April*

**The Village Wardens:** to plant the daffodils, perform a litter pick and playpark inspection as required.

**The Village notice** - The Perspex needs replacing, quotes received, costs are agreed for spend. Exact measurements required in order to progress. Once these have been received clerk to order.

*Action: CC*

**Picnic Bench:** The Planks have been purchased, the repair to go ahead at the earliest opportunity subject to time constraints.

*Action: RW*

**The Annual Inspection on the playfield** has been performed. A number of fails to be addressed. A sign is required for the park detailing the location of the Park and contact numbers. CW to mock up a sign for review by everyone and then to pass to the sign company for creation.

*Action: JH/RW/HH/CW*

**5 a Side Football Equipment:** Equipment stored with JH – to be placed in situ to coincide with the football season and once installed a monthly H&S report is to be conducted. CW to add when necessary.

*Action: RW/JH/CW*

**Defibrillator:** TPC has received a grant from IGas for £1,500 for a defibrillator, housing case, and solar lighting. Monies to be claimed retrospectively.

BDC have now assessed the situation and agreed in principal that the unit can be housed. Once a formal email has been received the PC will review and decide whether to progress.

It is also agreed that the IGas Grant should be (re)applied for to add to the fund, and if not alternative funding to be sought. TT has reserved £300 for the cause.

*Action: PC to discuss/ CC to progress the grant*

**An Annual Tree** Inspection is required on the Playpark and Boundary, with a view of the rest of the village being looked at some point. Clerk to approach Tree Surgeons for Quotes for further discussion next month.

*Action CC*

**Playground Boundary:** It is discussed and agreed that the area on the left and side of the playing field is to be referenced to reflect the Boundary as detailed within the land registry documentation and Playing Field deeds.

Temporary fencing to be used. Agreed at £50 (plus VAT).

To be further discussed in October. CIL monies earmarked for use of installation of permanent works.

Proposed by GH, second JH

*Action CC/CW/RW/HH/JH*

**11/1018 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED:**

**Overgrown Hedges and Ivy:** complaints have been received about overgrown hedges and ivy. Letters to be sent to the individuals. Clerk to try and ascertain the address/owner.

*Action CC*

A donation of a shed has been offered. This is discussed but no suitable site can be found. CW to write a Thank you note for the offer.

*Action CW*

New Councillor Training – NALC has advised of new dates in January (16<sup>th</sup>). M.L to check suitability of dates.

*Action ML/DL/CC*

Pilgrim Project: funding has been received at circa £750k for the Pilgrim Fathers project, of which £450k is from the Heritage lottery fund, the remaining monies coming from local sources. The money will be used in part to fund a Gallery at Retford's Bassetlaw Museum, Trail boards, talks and plays etc.

Open Space form to be completed and submitted.

*Action CC*

The Bulky Waste Collection scheme single unit cost has been reduced.

BDC have adopted a policy for banning/ restricting fly posting.

**12/1018 INFORMATION TO BE FORWARDED TO THE NEXT MEETING:**

- The wardens to be consulted on how they would prefer to be paid. Either through HRMC PAYE or whether due to it being their second job(s) they would prefer to self-declare through self-assessment.

**13/1018 ANY OTHER BUSINESS:**

The next meeting Bassetlaw Rural Conference will be on the 7<sup>th</sup> November held in Retford Town Hall and will focus on planning.

It is noted that the Graves Moor sign is still down.

**14/1018 DATE OF NEXT MEETING:**

The date of the next meeting is Tuesday, 4<sup>th</sup> November 2018 at 7pm at Torworth Grange Café.

Signed as a true record: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

For more information, or queries please contact the clerk on the below or a Parish Councillor direct.  
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